

**COLLEGE OF SOUTHERN IDAHO  
BOARD OF TRUSTEES**

**October 20, 2008**

**Board of Trustees Executive Session  
5:00 p.m.  
TAYLOR BUILDING – PRESIDENT’S BOARD ROOM**

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**Board of Trustees Meeting  
5:30 p.m.  
TAYLOR BUILDING SUB – ROOM 248**

**AGENDA**

**MINUTES – EXECUTIVE SESSION – SEPTEMBER 15, 2008: (A) *Mike Mason***

**MINUTES – REGULAR MEETING – SEPTEMBER 15, 2008: (A) *Mike Mason***

**TREASURER’S REPORT: (A) *Mike Mason***

**MANUFACTURING SIMULATION EQUIPMENT BID: (A) *Mike Mason***

**PROPOSAL TO SELL LAND PARCEL: (A) *Jerry Beck***

**FISCAL YEAR 2008 AUDIT: (A) *Mike Mason***

**HEAD START REPORT: (I) *Mike Mason***

**PRESIDENT’S REPORT: (I) *President Beck***

**OLD BUSINESS**

**NEW BUSINESS**

THE COLLEGE OF SOUTHERN IDAHO  
COMMUNITY COLLEGE DISTRICT  
OCTOBER BOARD OF TRUSTEES MEETING  
OCTOBER 20, 2008

CALL TO ORDER: 5:50 p.m. Presiding: LeRoy Craig

Attending: Trustees: LeRoy Craig, Dr, Charles Lehrman,  
Donna Brizee, Dr. Allan Frost and Dr. Thad Scholes

College Administration: Gerald L. Beck President  
John M. Mason, Vice President of Administration  
Robert Alexander, College Attorney  
Dr. Ken Campbell, Dean of Technology  
Dr. Mark Sugden, Instructional Dean  
Dr. Cindy Bond, Instructional Dean  
Dr. Todd Schwarz, Instructional Dean  
Dr. John Miller, Instructional Dean  
Jeffrey M. Harmon, Dean of Finance  
Scott Scholes, Dean of Student Services  
Randy Dill, Physical Plant Director  
Monty Arrossa, Human Resources Director  
Kathy Deahl, Administrative Assistant to the  
President

CSI Employees: None

Visitors: None

Faculty Representative: John Boling and Debra Matier

PACE Representative:

Times News: Nate Poppino

MINUTES OF THE EXECUTIVE SESSION OF SEPTEMBER 15, 2008 AND THE  
REGULAR SESSION OF SEPTEMBER 15, 2008 were approved on MOTION  
by Donna Brizee. Affirmative vote was unanimous.

TREASURER'S REPORT: The Treasurer's report was approved on  
MOTION by Dr. Charles Lehrman. Affirmative vote was  
unanimous.

BIDS:

1. The Board approved the low bid of Depco of Pittsburg, Kansas in the amount of \$33,720.00 and the low bid of Amatrol of Jeffersonville, Indiana in the amount of \$29,567.88 for the specified manufacturing simulation equipment on MOTION by Dr. Alan Frost. Affirmative vote was unanimous.

Funding for the purchase is from the United States Department of Education Rural Idaho Manufacturing Strategy Congressionally Directed Grant.

PRESIDENT'S REPORT:

1. The Board authorized the vice president of administration to enter into negotiations for the sale of two acres of land to the Twin Falls Rural Fire District on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

The property is located three hundred and fifty feet east of Washington Street on the proposed Cheney Road.

2. The Board accepted the fiscal year 2008 audit on MOTION by Donna Brizee. Affirmative vote was unanimous.

3. The Board discussed Head Start, the condition of the existing Twin Falls Head Start Center and the possibility of combining our early childhood education programs, existing child care center and Head Start. The possibility combination of combining the programs will be investigated by each of the entities.

It was noted that Dean of Students Graydon Stanley provided over sight for the College of Southern Idaho Child Care Center last year. Last year was the first time the center had finished the year with a positive fund balance.

4. President Beck reported the following:

a. President Beck and Dr. John Miller met with representative from Mountain Home concerning conducting a survey to determine community college needs in the area.

b. In anticipation of the approval of the China Mountain wind turbine project, the college has approval for the start of a wind turbine technician program.

c. The Early Iron Club was recognized for their donation of \$5,000 to the college. This brings the total donated since 1986 to \$91,415.91. The Early Iron Club will no longer hold an annual event in the Expo but will assist with the Jo Mamma car show in Jerome.

d. Work on a dedicated fiber optic line between the new Twin Falls High School, new Saint Lukes Magic Valley Regional Hospital and the college is continuing. The college will own the fiber when the project is completed.

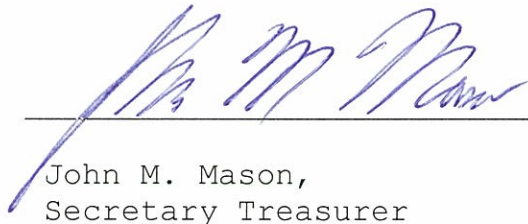
e. President Beck spoke to the Twin Falls Lions Club and the college Professional and Classified Employees last month.

f. President Beck attended the DOT Foods grand opening.

g. Eight department chairs and administrators visited North Idaho College to visit with their counterparts and share ideas.

h. President Beck conducted the President's Council meeting and attended the Idaho State Board of Education meeting in Lewiston. The College of Western Idaho Occupancy Cost request and each institutions strategic plan were approved by the State Board.

ADJOURNMENT was declared at 6:20 p.m.

  
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John M. Mason,  
Secretary Treasurer

Approved: November 17, 2008

  
\_\_\_\_\_  
Chairman



October 20<sup>th</sup> 2008

To: President Beck and the College of Southern Idaho Board of Trustees

From: Jeffrey M. Harmon *Jeffrey M Harmon*

Re: Manufacturing Simulation Equipment

We received bids from four vendors for six unique Manufacturing Simulation Equipment stations.

Based on the review of the bids by Dr. John Miller, I recommend that we accept bids from two vendors to supply the simulators. The low bids were presented by Depco from Pittsburg Kansas for two stations for \$33,720 and Amatrol of Jeffersonville Indiana for four stations for \$29,567.88 for a total cost of \$63,287.88 for the specified equipment.

The simulation stations are:

	Depco	Amatrol
1 – Industrial Wiring	\$ 6,995.00	
2 – Hydraulics		\$ 8,339.00
3 – Pneumatics		\$ 4,060.43
4 – Process Controls	\$ 25,225.00	
5 – Pumps		\$ 8,425.50
6 – Mechanical Systems		\$ 7,881.75
Shipping	\$ 1,500.00	\$ 861.20
	\$ 33,720.00	\$29,567.88

Funding for this purchase is from the United States Department of Education Rural Idaho Manufacturing Strategy I (RIMS) Congressionally Directed Grant

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REVENUES	COMMITMENTS	BALANCE OF BUDGET	PROJ %	ACTUAL %
SALARIES	\$ 2,450,931.00	\$ 194,817.18	\$ 1,394,042.48	\$ 1,056,888.52	\$ (7,242.20)		\$ 1,064,130.72	56.6%	56.6%
BENEFITS	\$ 1,207,628.00	\$ 103,395.92	\$ 692,316.80	\$ 515,311.20	\$ (3,848.51)		\$ 519,159.71	56.6%	57.0%
OUT OF AREA TRAVEL	\$ 7,289.00	\$ 127.52	\$ 258.73	\$ 7,030.27			\$ 7,030.27	94.5%	3.5%
EQUIPMENT									
SUPPLIES									
OFFICE CONSUMABLES	\$ 13,692.00	\$ 127.78	\$ 6,429.53	\$ 7,262.47	\$ (30.63)	\$ 1,328.55	\$ 5,964.55	55.3%	56.4%
CENTER SUPPLIES	\$ 45,875.00	\$ 2,422.83	\$ 26,382.05	\$ 19,492.95	\$ (428.12)	\$ 14,046.23	\$ 5,874.84	58.5%	87.2%
TRAINING SUPPLIES	\$ 9,742.00	\$ (94.67)	\$ 119.00	\$ 9,623.00	\$ (14.58)	\$ 130.50	\$ 9,507.08	39.2%	2.4%
FOOD	\$ 28,190.00	\$ 994.74	\$ 4,043.40	\$ 24,146.60	\$ (3,998.91)	\$ 13,175.47	\$ 14,970.04	32.8%	46.9%
CONTRACTUAL									
OTHER									
CONTRACTS	\$ 43,960.00	\$ 47.63	\$ 26,584.52	\$ 17,375.48		\$ 1,114.50	\$ 16,260.98	59.6%	63.0%
MEDICAL	\$ 14,795.00		\$ 2,514.96	\$ 12,280.04		\$ 1,575.03	\$ 10,705.01	34.9%	27.6%
DENTAL	\$ 53,548.00	\$ 3,087.62	22,614.24	\$ 30,933.76		\$ 3,347.39	\$ 27,586.37	53.5%	48.5%
CHILD TRAVEL	\$ 70,650.00	\$ 7,833.00	\$ 50,796.52	\$ 19,853.48	\$ (387.61)	\$ 12,747.13	\$ 7,493.96	60.5%	89.4%
EMPLOYEE TRAVEL	\$ 33,164.00	1,002.49	\$ 19,283.17	\$ 13,880.83	\$ (85.29)	\$ 1,333.53	\$ 12,632.59	54.5%	61.9%
CAREER DEVELOP	\$ 4,985.00	\$ (135.00)	\$ 4,056.00	\$ 929.00		\$ 71.00	\$ 858.00	50.3%	82.8%
PARENT TRAINING	\$ 6,250.00	\$ 187.00	\$ 4,248.87	\$ 2,001.13		\$ 2,852.72	\$ (851.59)	61.0%	113.6%
SPACE	\$ 53,196.00	2,829.44	17,964.53	\$ 35,231.47	\$ (120.73)	\$ 3,460.66	\$ 31,891.54	65.5%	40.0%
UTILITIES	\$ 66,340.00	\$ 1,929.80	\$ 32,534.95	\$ 33,805.05	\$ (222.33)	\$ 227.19	\$ 33,800.19	49.3%	49.1%
TELEPHONE	\$ 36,810.00	\$ 2,764.54	\$ 21,130.69	\$ 15,679.31		\$ 48.78	\$ 15,630.53	50.2%	57.5%
OTHER	\$ 43,827.00	\$ (158.58)	14,966.31	\$ 28,860.69			\$ 28,860.69	64.1%	34.1%
TOTAL DIRECT COSTS	\$ 4,190,872.00	\$ 321,179.24	\$ 2,340,286.75	\$ 1,850,585.25	\$ (16,378.91)	\$55,458.68	\$ 1,811,505.48	56.5%	56.8%
ADMIN COSTS	\$ 267,382.00	\$ 22,300.00	\$ 156,591.00	\$ 110,791.00	\$ (541.00)	\$ 14,042.91	\$ 97,289.09	58.3%	63.6%
GRAND TOTAL	\$ 4,458,254.00	\$ 343,479.24	\$ 2,496,877.75	\$ 1,961,376.25	(\$16,919.91)	\$69,501.59	\$ 1,908,794.57	56.6%	57.2%
					(1)				
IN KIND NEEDED	\$ 638,364.59								
IN KIND GENERATED	\$ 680,735.05								
IN KIND (SHORT)/LONG	\$ 42,370.46								
(1) Reflected revenue(s) include August USDA and TANF reimbursements.									

# College of Southern

Acct Year: 0809  
Acct Month: 2

Fund From: 00  
Fund To: 99

Dept From: 7300  
Dept To: 7399

Acct From: 3000  
Acct To: 5999

Dept		Actual	Encumbrance	Total	Budget	Remaining	
Dept 7331	HEADSTART ACCOUNT 22B						
4210	MISCELLANEOUS REVENUE	(\$5,489.35)	\$0.00	(\$5,489.35)	\$0.00	\$5,489.35	
4220	FEDERAL REVENUE	(\$721,641.06)	\$0.00	(\$721,641.06)	\$0.00	\$721,641.06	
4650	MISC REVENUE (AD-BG-CG-CH-CX-G5)	(\$3,059.28)	\$0.00	(\$3,059.28)	\$0.00	\$3,059.28	
	<b>SUBTOTAL 4</b>	<b>(\$730,189.69)</b>	<b>\$0.00</b>	<b>(\$730,189.69)</b>	<b>\$0.00</b>	<b>\$730,189.69</b>	<b>0.00%</b>
5010	SALARIES CLASSIFIED	\$241,508.71	\$0.00	\$241,508.71	\$0.00	(\$241,508.71)	
5011	SALARIES CLASSIFIED PART-TIME	\$25,022.91	\$0.00	\$25,022.91	\$0.00	(\$25,022.91)	
5020	SALARIES EXEMPT	\$118,192.99	\$0.00	\$118,192.99	\$0.00	(\$118,192.99)	
5021	SALARIES EXEMPT PART-TIME	\$2,100.32	\$0.00	\$2,100.32	\$0.00	(\$2,100.32)	
	<b>SUBTOTAL 50</b>	<b>\$386,824.93</b>	<b>\$0.00</b>	<b>\$386,824.93</b>	<b>\$0.00</b>	<b>(\$386,824.93)</b>	<b>0.00%</b>
5101	WORKMEN'S COMP	\$2,053.65	\$0.00	\$2,053.65	\$0.00	(\$2,053.65)	
5110	FICA	\$22,667.59	\$0.00	\$22,667.59	\$0.00	(\$22,667.59)	
5111	MEDICARE	\$5,298.77	\$0.00	\$5,298.77	\$0.00	(\$5,298.77)	
5120	HEALTH INSURANCE	\$126,720.39	\$0.00	\$126,720.39	\$0.00	(\$126,720.39)	
5130	RETIREMENT	\$42,357.97	\$0.00	\$42,357.97	\$0.00	(\$42,357.97)	
5140	UNEMPLOYMENT INSURANCE	\$1,920.27	\$0.00	\$1,920.27	\$0.00	(\$1,920.27)	
5150	GROUP LIFE AND DISABILITY	\$3,912.06	\$0.00	\$3,912.06	\$0.00	(\$3,912.06)	
	<b>SUBTOTAL 51</b>	<b>\$204,920.70</b>	<b>\$0.00</b>	<b>\$204,920.70</b>	<b>\$0.00</b>	<b>(\$204,920.70)</b>	<b>0.00%</b>
5210	TRAVEL	\$3,206.50	\$0.00	\$3,206.50	\$0.00	(\$3,206.50)	
5212	MISCELLANEOUS EXPENSE	\$15,814.86	\$0.00	\$15,814.86	\$0.00	(\$15,814.86)	
5214	OUT OF AREA TRAVEL	\$122.52	\$0.00	\$122.52	\$0.00	(\$122.52)	
5215	TELEPHONE (PP)	\$5,746.43	\$0.00	\$5,746.43	\$0.00	(\$5,746.43)	
5220	REPAIR AND RENTAL	\$5,812.85	\$0.00	\$5,812.85	\$0.00	(\$5,812.85)	
5225	MISCELLANEOUS EXPENSE	\$150.00	\$0.00	\$150.00	\$0.00	(\$150.00)	
5230	CONSULTING	\$49.05	\$0.00	\$49.05	\$0.00	(\$49.05)	
5234	STAFF TRAINING	(\$140.43)	\$0.00	(\$140.43)	\$0.00	\$140.43	
5235	MISCELLANEOUS EXPENSE	\$166.93	\$0.00	\$166.93	\$0.00	(\$166.93)	
5255	IDAHO POWER	\$3,236.83	\$0.00	\$3,236.83	\$0.00	(\$3,236.83)	
5256	INTERMOUNTAIN GAS	\$267.81	\$0.00	\$267.81	\$0.00	(\$267.81)	
5257	TF WATER & SANITATION	\$1,321.22	\$0.00	\$1,321.22	\$0.00	(\$1,321.22)	
5285	GARBAGE DISPOSAL	\$797.96	\$0.00	\$797.96	\$0.00	(\$797.96)	
5290	OTHER SERVICES	(\$200.73)	\$0.00	(\$200.73)	\$0.00	\$200.73	
5291	ADMINISTRATION EXPENSE	\$21,441.00	\$0.00	\$21,441.00	\$0.00	(\$21,441.00)	
5292	MEDICAL	\$236.00	\$0.00	\$236.00	\$0.00	(\$236.00)	
5293	DENTAL	\$3,194.62	\$0.00	\$3,194.62	\$0.00	(\$3,194.62)	
	<b>SUBTOTAL 52</b>	<b>\$61,223.42</b>	<b>\$0.00</b>	<b>\$61,223.42</b>	<b>\$0.00</b>	<b>(\$61,223.42)</b>	<b>0.00%</b>
5301	OFFICE SUPPLIES	\$628.81	\$0.00	\$628.81	\$0.00	(\$628.81)	
5305	TRAINING SUPPLIES	\$283.62	\$0.00	\$283.62	\$0.00	(\$283.62)	
5310	POSTAGE	\$294.03	\$0.00	\$294.03	\$0.00	(\$294.03)	
5315	INSTRUCTIONAL SUPPLIES	\$13,534.05	\$0.00	\$13,534.05	\$0.00	(\$13,534.05)	
5340	MISCELLANEOUS EXPENSE	\$2,979.55	\$0.00	\$2,979.55	\$0.00	(\$2,979.55)	
	<b>SUBTOTAL 53</b>	<b>\$17,720.06</b>	<b>\$0.00</b>	<b>\$17,720.06</b>	<b>\$0.00</b>	<b>(\$17,720.06)</b>	<b>0.00%</b>
Dept 7331	HEADSTART ACCOUNT 22B	(\$59,500.58)	\$0.00	(\$59,500.58)	\$0.00	\$59,500.58	0.00%

Revenue: (\$730,189.69)  
 NON FEDERAL REVENUES  
 SPEND THRU 6/30/08  
 NET SPEND

Expense: \$670,689.11  
 - 8,548.03  
 2,153,398.51  
2,815,538.99

Encumb Rev: \$0.00

Encumb Exp: \$0.00

Net: (\$59,500.58)